



Job Opportunity

State Controller's Office

Position: Associate Accounting Analyst - State Accounting Section | Statewide

Location: Division of Accounting and Reporting
3301 C Street, Suite 500, Room 501, Sacramento, CA 95816

Issue Date: 06/14/07

Final Filing Date: 06/21/07

Contact/Telephone:

Sylvia Brown, 916-445-7684

Please reference the bulletin number and position name on your application.

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. Attach proof of eligibility to application.

California Relay Service: 1-800-735-2929

Position Number(s): 051-420-4588-082

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of section management, the incumbent will perform work required to maintain the accounting records of the State Controller's Office (SCO) control accounting system. Additionally, the incumbent will perform analytical studies requiring the acquisition and analysis of financial data from various sources. The incumbent, operating at the full journey-level of this class and exercising a high degree of independence, performs the full range of duties including, but not limited to, the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review and analyze financial transactions submitted to the SCO to determine proper accounting treatment;
- Analyze documents for legal compliance and prepare various types of accounting transactions, or develop processes or procedures to affect the document;
- Review, reconcile, and verify the accuracy of transactions, accounts, records, and financial statements;
- Establish and maintain funds, general ledger accounts, accounts receivable and payable records, appropriations, receipts, disbursements, and other financial records;
- Prepare reports based on information found in the SCO general ledger and appropriation control ledger;
- Communicate with state entities to resolve accounting and reporting problems;
- Analyze accounting controls to ensure data is correctly entered and maintained; and,
- Provide assistance when required to cash management and state accounting areas with the bureau.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Ability to establish and maintain cooperative and positive working relationships with others.
- Ability to communicate effectively.
- Familiarity with use of databases.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Accounting and Reporting
3301 C Street, Suite 500, Room 501
Sacramento, CA 95816

Attn: Sylvia Brown

Please reference the bulletin number and the position title on your application. Please use the latest version of the State's application for employment. It can be found at www.spb.ca.gov.